

FIRST AID AND MEDICAL POLICY

First Aid Procedures

1. Minor injuries

Minor injuries e.g. cuts and grazes can be dealt with by any Appointed Person. (See Appendix 1). Use only approved equipment provided in the basic first aid kit available in all classrooms or in the medical room cupboard. No creams or antiseptic to be used. (See Appendix 2). This must be logged on the First Aid report form (see Appendix 3) this form is sent home to parents, a copy of the form is taken and added to a CPOMs report of the injury/illness.

2. Major injuries

Immediate action

Summon a qualified First Aider or Appointed Person.

Restore breathing and/or control bleeding if necessary.

The First Aider will decide, in consultation with a member of the Senior Management Team whether:-

- a) The Ambulance Service is required, in which case dial 999. The location must be clearly stated and a member of staff should direct the ambulance staff on arrival.
- b) The casualty should be taken to hospital.
- c) The injury should be dealt with in school.

Parents must be notified by telephone in the first instance and then in writing, using the First Aid report form (see Appendix 3) this form is sent home to parents, a copy of the form is taken and added to a CPOMs report of the injury/illness.

3. Accident Reporting

More serious incidents the PO3 form should also be completed by the end of the day. (See Appendix 4).

4. Unwell pupils

- a) If a child complains of being ill they must first be seen by an Appointed Person or First Aider.
- b) Unwell children to be made comfortable in the Medical Room and constantly monitored.
- c) First Aider and Senior Staff to decide if the child should go home.

If a child is to go home the parent must be contacted by phone and asked to collect their child. If there is a transport problem but the parent is home, the child may be taken home but two members of staff must travel with them.

- d) If there is no one home, the child will need to stay in school, but consideration should be given to whether the child is able to travel on bus or taxi. If in doubt, the child must not be allowed to travel and alternative arrangements must be made to get the child home safely.
- e) A first aid report form must be completed and sent home to parents to explain the illness. (See Appendix 3).

5. Medical conditions

- a) All staff must be aware of the various medical conditions some children have. For serious conditions that require emergency treatments e.g. epilepsy, a Health Care Plan and Emergency Action Plan will be completed and kept with the Medical forms in the Office.
- b) Regular training on a variety of medical conditions will be available to staff.
- c) Staff must be aware of pupils for whom we hold inhalers. These inhalers are locked in the medical room cupboard and must not be left with the pupils.

6. Medicines

a) Medicines will be administered in school at parent's request. However, an official consent green form ED1S must be completed and signed by the parent prior to the medicine being given. (See Appendix 5).

b) When no longer required (or out of date), medicines should be returned to the parents to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Appendix 1

Qualified First Aid Staff

First Aid at Work (Completed 3 day First Aid course)

Jane Goddard

Jo Shute

Appointed Persons (Completed 1 day First Aid course)

Jenny Debenham

Hannah Selley

Zoe Barnes

Ellie Teague

Flo Witcombe

Heather Parsons

Simon Vicary

Jess Aldridge

Claire Clifford

Outdoor First Aid (Completed a 2 day Course)

Jim Wenley

Paediatric First Aid

Jo Shute

FIRST AID BOXES IN CLASSROOM

Every classroom has a basic first aid box and the first aid room is fully stocked with a wide range of first aid equipment.

Jane Goddard has responsibility for ensuring that classroom boxes are regularly checked and updated.

TRAVELLING FIRST AID KITS

The contents of travelling first aid kits should be appropriate for the circumstances in which they are used.

Jo Shute has responsibility for ensuring off site bags contain appropriate first aid kits and are kept updated.



**Southbrook School
Pupils Accident / Injury in School – Report to Parents**

Date:		Time:	
Name of Pupil:		Class:	Location:
<u>Injury details</u>			
Tick	Description	Tick	Description
	Bump on head		Nose bleed
	Cut or graze		Possible fracture
	Eye injury		Possible sprain
	Bruise or swelling		Burn
	Other (please specify)		
<u>Description of accident / incident</u>			
Tick	Description	Tick	Description
	Slip/trip/fall		Collision with object
	Collision with another pupil		Sports injury
	Other (please specify)		
<u>Treatment Given / Action Taken</u>			
Tick	Description	Tick	Description
	Cold compress		Cleaned with antiseptic wipe
	Ice pack		Plaster / dressing
	Monitored		
	Other (please specify)		
Please check your child's injury and seek professional medical advice if you are concerned			
<u>Looking after your child if they have had a head injury</u>			
An injury to the head is treated in accordance with our school procedures which include a telephone call to the parent/carer. Your child has been checked and has shown signs of			
Tick	Description	Tick	Description
	Dizziness		Headache
	Drowsiness		Loss of vision
	Nausea / Sickness		Unconsciousness
	None of the above		Other (please specify):
<u>Looking after your child with a head injury</u>			
Please seek medical advice if you have any concerns or if any of the following occur within the next 3-4 days.			
<ul style="list-style-type: none"> • If your child vomits more than twice in one day • If your child complains of persistent headaches after pain relief • If your child becomes unusually sleepy or is hard to wake up • If your child has a convulsion • If your child has any changes in behaviour or is not his/herself. 			
Name of person completing this report:		Signed:	

For Parents / Carers (please cut off this slip and return it to your child's tutor)

Please sign below to confirm you have received this accident/injury report

Name of child: _____ Signed by parent/carer: _____ Date: _____

Devon County Council PO3 form - unable to copy onto computer, will have to be inserted manually?

Guidelines for the Administration of Medicines

1. A green form EDS1S Administration of Medicines in School must be completed and signed by parents before medicines are administered. A new form must be completed for every change of medication.
2. No medication will be administered without the consent form signed by a parent and must be prescribed by a doctor.
3. Medication must not be transported by pupils; use must be made of escorts/drivers.
4. All medication brought into school should be handed to the First Aider. It must be kept in a locked container in the medical room cupboard.
5. The Teaching Assistant supporting the class, will take the pupil to the office to administer medication.
6. The Record of Administration must be completed when any medication is administered.
7. If a child refuses to take medication, staff must not force them to do so. The school should inform the child's parents as a matter of urgency.
8. Staff should never administer painkillers in school unless they are prescribed for specific conditions e.g. migraine, which should be recorded on the green consent form.
9. Aspirins should **NEVER** be administered to children under 12.
10. Staff who are trained to administer intimate or invasive treatment must protect the dignity of the pupils as far as possible. Two adults must be present for Secondary age pupils to minimise the potential for accusations of abuse. (Please refer to the Intimate Care Policy)
11. If a pupil is taken to hospital, a photocopy of their medical sheet should accompany the child.